

**TOWN OF GRANBY
POSITION OPENING**

TECHNOLOGY ASSISTANT

GRANBY PUBLIC LIBRARY

Duties include, but are not limited to, choosing and maintaining subscriptions and access to online products on public PCs, troubleshooting software problems, offering in-house and offsite training in the use of these databases to both staff and public users, writing instructions for users, and collecting and evaluating data throughout the project.

The applicant must have excellent technology and interpersonal skills, including knowledge of networks, Windows XP, MS Office, and the ability to work productively with the public as well as the staff.

Grant-funded position at 20 hours per week for 10-month period. Some evening and weekend hours are required.

Applications may be obtained at www.granby-ct.gov or from the Town Manager's Office, 15 North Granby Road, Granby, CT 06035 on Monday through Wednesday from 8:00 a.m. to 4:00 p.m., Thursday from 8:00 a.m. to 6:30 p.m. and Friday from 8:00 a.m. to 12:30 p.m. Applications will be accepted until 12:30 p.m. on October 15, 2010.

The Town of Granby is an equal opportunity employer.

Posted: October 1, 2010